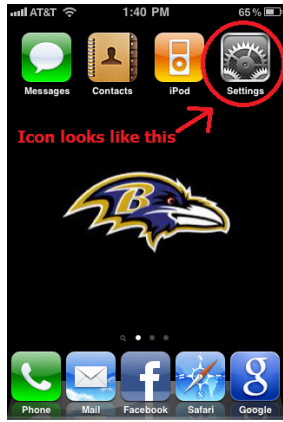# Configuring iPhone Exchange ActiveSync

(For synchronizing your Baltimore City email, contacts, and calendars)

1: Select the "Settings" icon on the iPhone home screen.
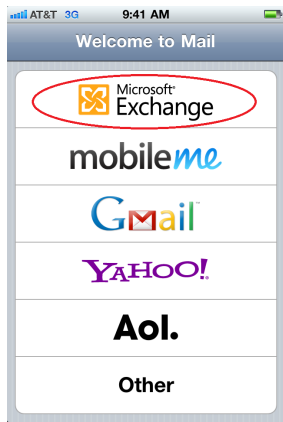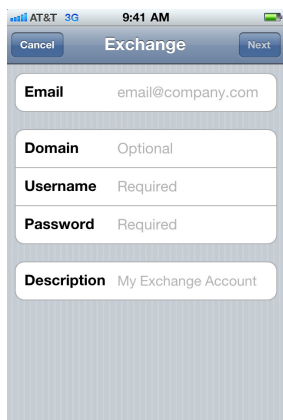

2: Select "Mail, Contacts, Calendars"

3: Select "Add Account…"

4: Select "Microsoft Exchange"
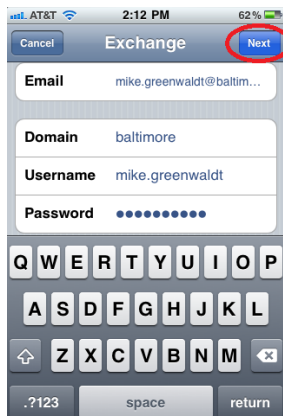

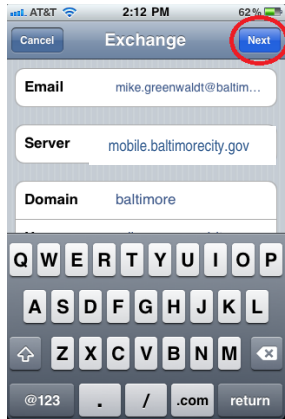5: Enter the correct information for each of the following fields

- A. **Email: E**nter your Baltimore City email address
- B. **Domain**: Enter "Baltimore"
- C. **Username**: Enter your Username that you use to log into your pc
- D. **Password**: Enter your password you use to log into your pc
- E. When done entering these four fields, select "Next" from the upper right hand corner of screen
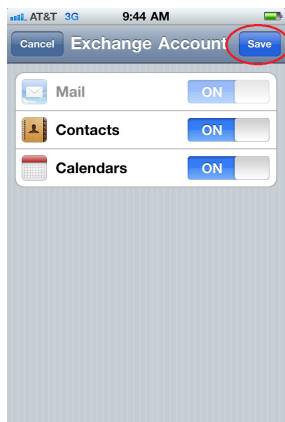
See example below:

6: On the next screen, enter the server address which is "mobile.baltimorecity.gov", (no quotes) then select "Next"
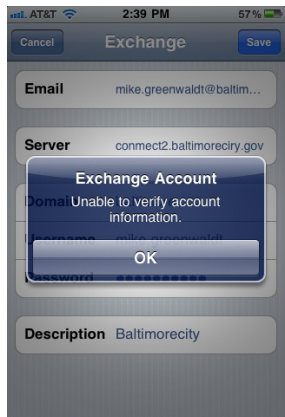
See example below:

7: If everything was entered correctly the next screen will look like this:

Select "Save" and you are all done. That wasn't so bad was it? ☺

NOTE:

If you get an error like this one below:

You have entered incorrectly or mistyped your email address, domain, username, password, or server address.

If you are sure all the information is correct, you may have locked out account and you should call the MOIT Service Desk at

410-396-6648 to get it unlocked.

*** For recorded instructions, call the Mobile phone activation hotline at **(443) 984-1699.**